Reports in red can be run statewide.
Reports in bold are used for quality assurance.

P = Providers in the field
S = Supervisors in the field
OAS = Office of AIDS staff
OAM = Office of AIDS management

Name of report	Explanation of Report	Useful for?
Age Group by Race by Gender	Provides a three-dimensional cross-tab showing the frequency distribution of age group, race, and gender.	P, S, OAS, OAM
***Agency Tree**	**Provides a check of which parent agency each agency in the system reports data to.**	**OAS, OAM**
Algorithmic BRPs by Race and Age Category	Provides a three-dimensional cross-tab showing the frequency distribution of BRP, race, and age group.	P, S in San Francisco only
Algorithmic BRPs by Sexual Behavior	Provides a two-dimensional cross-tab showing the frequency distribution of BRPs and sexual behavior.	P, S in San Francisco only
Algorithmic BRPs by Sexual Orientation	Provides a two-dimensional cross-tab showing the frequency distribution of BRPs and sexual orientation.	P, S in San Francisco only
BRP Counts by Algorithm	For each intervention, provides a frequency count of clients by BRP, based on actual data, rather than by the counselor's classification.	P, S in San Francisco only
BRP Counts by Classification		P, S in San Francisco only
BRP Counts of Condom Non-Users	For each intervention, provides a frequency count by BRP of clients who did not use condoms in their last sexual contact, based on actual data, rather than by the counselor's classification.	P, S in San Francisco only
BRP Counts of Partners of Transgenders	For each intervention, provides a frequency count by BRP of clients who report sexual contact with transgenders, based on actual data, rather than by the counselor's classification.	P, S in San Francisco only
Budget Report	Lists the chosen agency and all subordinate agencies. For each agency, the report shows the types of interventions, the total budget, the percentage of the agency's total budget dedicated to the specified population, and the complete set of risk groups addressed by those interventions. The listing incorporates the budget for all of an agency's subordinates within the agency's budget figures. If a target population is specified, the report considers only the portion of the total intervention budget applied to the specified target.	P, S, OAS, OAM
Budget vs. Contracts	Lists each contract and its amount for the selected fiscal year, and shows the interventions within that contract and their budgets. The sum of the budgets is compared to the contract amount as a percentage.	P, S, OAS, OAM
***CDC Jurisdiction Aggregates	Provides statistical counts as required by CDC for contracts in the specified date range, considering all interventions of the specified type and all	OAM

	selected primary populations.	
***Client Identifications by Intervention Type	Provides counts showing the number of interventions of each type within the specified agency, the number of internal and external IDs used, the number of each type that have no client data, and, for interventions using internal IDs, the number of clients with missing values for each of the fields used in the matching criteria.	P, S, OAS, OAM
Consistency Check	**Lists by agency and then summaries: Client Contacts missing dates; Check sheets missing dates; BRP Checksheets missing dates; Client Contacts missing group/session links; Checksheets missing group/session links; BRP Checksheets missing group/session links; Client Contacts with out-of-range dates; Checksheets with out-of-range dates; BRP Checksheets with out-of-range dates; and Group Sessions with out-of-range dates.**	**P, S, OAS**
Consolidated Check Sheet Report	Produces a set of grids similar to those on the Check Sheets, showing the total counts across the entire intervention, including data from both Check Sheet and Client-Contact forms.	P, S, OAS
Contact List	List the chosen agency and all of its subordinate agencies. For each agency, the report lists the interventions managed by the entity, and lists each client in the intervention. The list shows client number, date of birth, gender, last initial, zip code, contact date, and site.	P, S
Contacts by Risk Population	For each intervention in the selected agency, lists the number of contacts in each risk population and also expresses that number as a percentage of the total clients. Note that the counts are not mutually exclusive. An MSM-IDU is counted under MSM, MSM-IDU, and IDU (all). Also, because check sheet data is limited, the counts may produce unexpected results if the total clients in the BRP section of the sheet don't match the total for the demographic section.	P, S, OAS, OAM
Diseases by Location Type	Applies only to Outreach, ILI, and PCM interventions. For each type of location in which clients are met, lists the total contacts, number with STDs, number with Hepatitis C, and number with HIV. Since Outreach short forms don't distinguish, Hepatitis B/C is reported separated from those forms.	P, S, OAS, OAM
Diseases by Zip Code	Applies only to Outreach, ILI, and PCM interventions. For each zip code supplied by clients, lists the total contacts, number with STDs, number with Hepatitis C, and number with HIV. Since Outreach short forms don't distinguish, Hepatitis B/C is reported separated from those forms.	P, S, OAS, OAM
Drugs by Race by Age	Provides a three-dimensional cross-tab showing the frequency distribution of drug usage, race, and age group.	P, S, OAS, OAM

Group Participation Report	For each group intervention in the selected agency, lists each group, showing the number of sessions and the total, minimum, maximum, average, and unique attendance across all sessions. For each session, lists the form used and the attendance count. The number of unique attendees can be determined only for GSAQ interventions, not for checksheets.	P, S
Group Report	For each group intervention in the selected agency lists each group and itemizes its sessions. The session listings provide the session number and date, counselor initials, type of form used, group size (as specified in the group definition), number of clients attending the session, and the number of clients in each population targeted by the intervention.	P, S
HC/PI Summary	For each selected type of campaign, lists each HC/PI intervention of the agency or its subagency that provide that type of campaign in the specified quarter(s). Indicates which campaigns targets and objectives, and provides activity counts based on the campaign type.	P, S
HIV Status by Gender and Drug Use	For each gender and drug usage category, lists the number of clients in each HIV status (positive, negative, inclusive, don't know/declined/inconclusive). Each entry contains three lines, giving the count for all contacts, the count for unduplicated[6] contacts, and the count with missing information that prevents unduplication. The final column shows the number of unduplicated HIV+ clients as a percentage of all unduplicated clients.	P, S, OAS, OAM
HIV Status by Risk Category	For each major risk category, lists the number of clients in each HIV status (positive, negative, inclusive, don't know/declined/inconclusive). Each entry contains three lines, giving the count for all contacts, the count for unduplicated contacts[6], and the count with missing information that prevents unduplication. The final column shows the number of unduplicated HIV+ clients as a percentage of all unduplicated clients.	P, S, OAS, OAM
HIV Positive and Hi-Risk Client Contacts by Site	List the chosen agency and all of its subordinate agencies. For each agency, the report lists the interventions managed by the entity, and lists the site, the number of HIV-positive clients, the number of high-risk HIV-negative clients, and the total number of clients. Due to data limitations, the report considers only clients in ILI, PCM, Outreach (long-form), and Group (GSAQ) Interventions.	P, S, OAS, OAM
Intervention Effectiveness	Produces a list of interventions within the agency and its subagencies, showing the intervention type, goals, and objectives. For each intervention, it also lists the risk populations addressed, the targeted number of clients, the actual number of clients, and the percentage of actual to target.	P, S, OAS, OAM

	The actual client counts are broken down between individual client-contact forms and check sheets.	
Intervention List	Produces a list of all interventions in the agency and its subagencies, showing the budget and number of FTEs.	P, S, OAS, OAM
Interventions by Risk Category	Produces a list of interventions within the agency and its subagencies, grouped by risk category. Note that a single intervention that addresses multiple risk categories will appear more than once if the report is listing all risk categories.	P, S, OAS, OAM
Materials Distributed by Agency	Lists all interventions and displays the number of clients receiving each type of materials.	P, S, OAS, OAM
Materials Distributed by Risk	Provides a two-dimensional cross-tab showing the frequency distribution of materials distributed and risks. Applies only to Outreach interventions.	P, S, OAS, OAM
*Missing Email Addresses	Much communication about the ELI system such as new features, or downtime for maintenance is done via email. This report provides a list of usersIDs with no current email. The report is separated by Agency.	S, OAS
*Missing Fields	For intervention using client-contact forms, lists the major fields and field groups on the associated form, and shows the percentage of missing data for the field by operator. (Multiple tables may be used if the intervention has a large number of operators.) Percentages greater than 5% have yellow backgrounds; those greater than 10% have red backgrounds.	P, S, OAS
***Operator List by ID	Lists all operators in all agencies, ordered by their logon IDs. The list shows the operator's ID, full name, agency number and name, privilege level, last logon date, and e-mail address.	S, OAS
*Operator List by Agency	Lists all operators in the specified agency and its subordinates, grouped by agency and ordered by logon ID. The list shows the operator's ID, full name, privilege level, last logon date, and e-mail address.	S, OAS
Outreach Clients Directly Accessing C&T	List the chosen agency and all of its subordinate agencies. For each agency, the report lists the outreach interventions managed by the entity, the number of clients, the number of those who were tested by C&T, and an unduplicated[6] count of those tested.	P, S, OAS, OAM
Outreach Counselor Statistics	Applicable only to Outreach interventions. Shows frequency distributions of clients by age group, race/ethnicity, and gender for each counselor participating in the intervention. Also shows the number of tests performed and referrals to testing. Separate counts are provided for individual forms, check sheets, and (where applicable) BRP check sheets.	P, S, OAS
Outreach Referrals to Testing	Produces a three-part report. The first part provides breakdown of unduplicated[6] clients by	P, S, OAS, OAM

	gender, race, and age group. The second part provides the same breakdown for those clients[6] who were tested at the encounter. The third part lists the clients who could not be unduplicated due to missing data.	
PCM Participation	For each PCM intervention in the specified agency, lists the number of contacts with each client. The list is sorted by decreasing frequency of contacts.	P, S
POC Report	This is a statewide report only. It lists the number of interventions, and clients for people of color by intervention type.	OAM
Provider Statistics	Applicable only to Group, ILI, and PCM interventions. Shows frequency distributions of clients by age group, race/ethnicity, and gender for each counselor participating in the intervention. Separate counts are provided for individual forms, check sheets, and (where applicable) BRP check sheets.	P, S, OAS, OAM
***QA Intervention List	**For the selected agency and each subagency that it manages, the report lists the interventions by number and name, the intervention type, whether it uses its own forms, multiple contacts, external client IDS, and (for outreach only) the program type. These are the key fields used when setting up an intervention properly. The report is used by the system manager at the beginning of each fiscal year to determine if an agency's interventions are set up properly.**	**OAS**
Referrals by Risk	Provides a two-dimensional cross-tab showing the frequency distribution of risks and referral types. Does not apply to Group-Level Interventions.	P, S, OAS, OAM
*Report Usage	**For each operator in the specified agency (and for all operators in aggregate), lists the number of reports of each type that were run in the specified time period.**	**OAS, OAM**
Risk Categories by Race by Gender	Provides a three-dimensional cross-tab showing the frequency distribution of risk categories, race, and gender.	P, S, OAS, OAM
Sexual Behavior by Age Group by Gender	Provides a three-dimensional cross-tab showing the frequency distribution of sexual behavior by age group and gender.	P, S, OAS, OAM
Sexual Behavior by Race by Age Group	Provides a three-dimensional cross-tab showing the frequency distribution of sexual behavior by race and age group	P, S, OAS, OAM
Sexual Orientation by Race by Age Group	Provides a three-dimensional cross-tab showing the frequency distribution of sexual orientation, race, and age group. Does not apply to Outreach interventions.	P, S, OAS, OAM
Special Fields	Provides a frequency distribution for the special fields associated with client contacts. Only fields containing non-blank values are counted. The	P, S

	Fields list is a multi-selection list box, enabling the operator to report on multiple fields in a single operation.	
*State/Agency Overview	Provides overall statistics on ELI usage statewide, or for a specific agency. Lists the number of LHDs, CBOs, and users (operators). For each type of intervention, lists the number of interventions, number of interventions containing no data, total number of client contacts, unduplicated[6] contact count, number with missing information in the matching criteria fields, and number of check-sheet clients.	S, OAS, OAM
STD by Race by Gender	Provides a three-dimensional cross-tab showing the frequency distribution of any STD or Hepatitis, race, and gender.	P, S, OAS, OAM
STD Type by Race by Age Group	Provides a three-dimensional cross-tab showing the frequency distribution of any STD or Hepatitis, race, and age group.	P, S, OAS, OAM
STD Type by Race by Gender	Provides a three-dimensional cross-tab showing the frequency distribution of specific types of STDs or Hepatitis, race, and age group. Does not apply to Outreach interventions.	P, S, OAS, OAM
Unduplicated Client Contacts	Lists all client contacts within the specified intervention(s), showing all the matching criteria[6], Initial, Client ID, and contact date. If clients with matching data are found, the duplicates are displayed together and marked. The report summarizes the total client contacts, the unduplicated count of clients, and the number of contacts that could not be unduplicated due to missing data.	P, S, OAS, OAM
Unused Agencies and Interventions	Lists any agency that has failed to enter interventions into the system as well as any interventions that contain no data. List is given to program consultants who then follow up accordingly.	S, OAS, OAM